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6 February 1956

**MEMORANDUM FOR:** Deputy Director (Plans)  
 Deputy Director (Intelligence)  
 Deputy Director (Support)  
 Inspector General  
 Special Assistant to the Director  
 for Planning and Coordination

1. The instructions contained in this memorandum are in addition to those contained in my memorandum of 23 December 1955.
2. The increasing amount of material coming to the DCI and DDCI makes it mandatory that measures be taken to permit more rapid reading and action where possible.
3. In the future, all memoranda submitted to the DCI or DDCI should open with a sentence similar to one of the three below:
  - a. "This memorandum is for information only, particular reference is made to paragraphs \_\_\_\_\_."
  - b. "This memorandum suggests action on the part of the DCI (or DDCI). Such requested action is contained in paragraph \_\_\_\_\_."
  - c. "This memorandum contains a recommendation submitted for DCI (or DDCI) approval. Such recommendation is contained in paragraph \_\_\_\_\_."
4. Memoranda submitted in conformity with my memorandum of 23 December should show on the same sheet as it is requested the DCI (or DDCI) sign, the concurrence of the Deputy concerned, and appropriate officers subordinate to him. This requirement does not, of course, apply to memoranda or letters prepared for DCI (or DDCI) signature for transmittal outside the Agency. In this latter case, the concurrence is indicated on a carbon copy.

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/s/

Executive Assistant  
to the Director

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